

### Enhancing Your Use Of Electronic Commerce With Team Georgia Marketplace™

Helpful And Insightful Ways To Locate And Purchase Items Using

Team Georgia Marketplace's™ Virtual Catalog

Tina'e Jones Sr. Business Analyst



#### **AGENDA**

- Keeping You In The Know How to access training and other important information before you shop
- Discovering the Millions of Negotiated Statewide Contracted Items At Your Fingertips -Navigating between Internally Hosted and External Supplier Catalogs
- Uncovering An Easier Way To Find What You Are Looking For How to search for items using the Site's Shopping features
- Utilizing Your Shopping Cart To Its Fullest Potential Item comparison, deleting items, adding favorites, and more
- Demystifying The Search For A Contract Let's find that specific contract you were looking for!
- Introducing Amazon Business Marketplace For Team Georgia Marketplace™ Users - Let's talk Amazon!

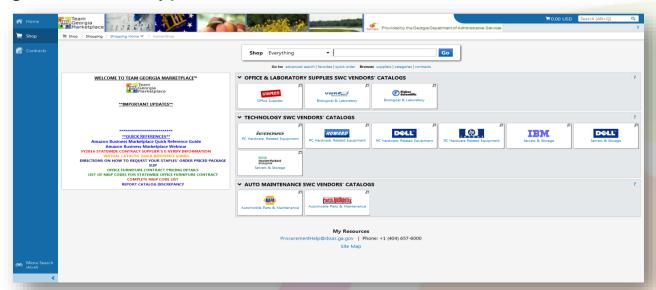


How To Access
Training & Other
Important
Information Before
You Shop

Keeping You In The Know

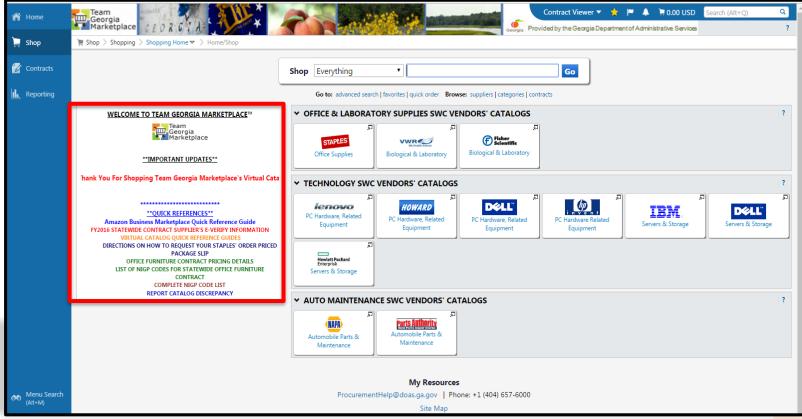


Team Georgia Marketplace™ Virtual Catalog Application is a site designed for State Agencies, Colleges and Universities, and Local Government and Municipalities. The Virtual Catalog serves two type of users:



- Users who have access to the Team Georgia Marketplace™ Procurement Application (PeopleSoft) giving them the ability to shop and make purchases of items currently on Statewide Contract.
- 2. Users who do not have access to the Team Georgia Marketplace™ Procurement Application but would like to view what items/services are currently on Statewide Contract and the Suppliers who offer these items/services.





The Message Board located in the Shopping Area of the Virtual Catalog contains messages such as outages, new contract information, and related Quick Reference Guides to help use the system.





#### WELCOME TO TEAM GEORGIA MARKETPLACE™



\*\*IMPORTANT UPDATES\*\*

Thank You For Shopping Team Georgia Marketplace's Virtual Catalog

\*\*\*\*\*\*\*\*

\*\*QUICK REFERENCES\*\*

AMAZON BUSINESS MARKETPLACE QUICK REFERENCE GUIDE
AMAZON BUSINESS MARKETPLACE WEBINAR

FY2016 STATEWIDE CONTRACT SUPPLIER'S E-VERIFY INFORMATION

VIRTUAL CATALOG QUICK REFERENCE GUIDES

DIRECTIONS ON HOW TO REQUEST YOUR STAPLES' ORDER PRICED PACKAGE SLIP
OFFICE FURNITURE CONTRACT PRICING DETAILS
LIST OF NIGP CODES FOR STATEWIDE OFFICE FURNITURE CONTRACT
COMPLETE NIGP CODE LIST
REPORT CATALOG DISCREPANCY

The Message Board located in the Shopping Area of the Virtual Catalog contains messages such as outages, new contract information, and related Quick Reference Guides to help use the system.



#### WELCOME TO TEAM GEORGIA MARKETPLACE™



#### \*\*IMPORTANT UPDATES\*\*

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OFFICE FURNITURE CONTRACT PRICING DETAILS

LIST OF NIGP CODES FOR STATEWIDE OFFICE FURNITURE CONTRACT

COMPLETE NIGP CODE LIST

REPORT CATALOG DISCREPANCY

The Virtual Catalog
Quick Reference Guides
Link contains multiple
handouts that can be
used as a resource
when navigating through
the site.

#### Team Georgia Marketplace



#### Team Georgia Marketplace™ Virtual Catalog's Quick Reference Guides

General Shopping Tips Topic Description				
Searching Tips For Virtual Catalog	How To Search For Items In The Virtual Catalog	Click Here		
Staples Punch-Out Security For IE	How To Answer The Staples Punch-Out Security Questions For Internet Explorer	Click Here		
Searching Statewide Contracts	How To Access Statewide Contracts And Related Information	Click Here		

Guest/ Window Shopper			
<u>Topic</u>	<u>Description</u>	<u>Document</u>	
Guest/Window Shopper Access	How To Access Team Georgia Marketplace As A Guest	<u>Click Here</u>	

State Agencies & Technical College System of Georgia Shoppers				
<u>Topic</u>	<u>Description</u>	<u>Document</u>		
Copying A Previous Cart/Order	How To Copy A Previous Cart Or Order	Click Here		
Creating A Cart	How To Create A Cart In The Virtual Catalog	<u>Click Here</u>		
How To Submit A Cart	How The Requestor Submits A Cart To A Requisition In PeopleSoft	Click Here		
Resubmitting A Lost Cart	How The Requestor Can Resubmit A Cart That Was Pulled Into PeopleSoft But Did Not Save.	Click Here		

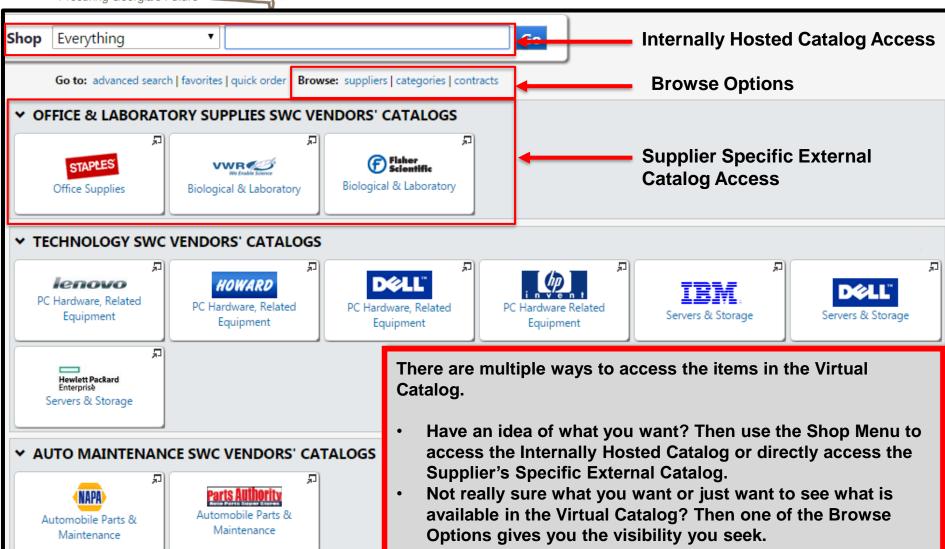
Technical College System of Georgia (TCSG) Assign Cart Shoppers				
<u>Topic</u>	<u>Document</u>			
Assigning A Substitute Approver	How To Assign A Substitute Shopper	Click Here		
Approving And Assigning A Cart	How To Review And Approve A Cart Then Assign It To A Cart Assignee	Click Here		
Creating A Cart	How To Create A Cart In The Virtual Catalog	Click Here		
How To Submit A Cart	How The Requestor Submits A Cart To A Requisition In PeopleSoft	Click Here		

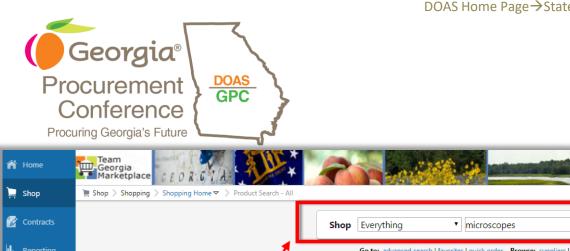


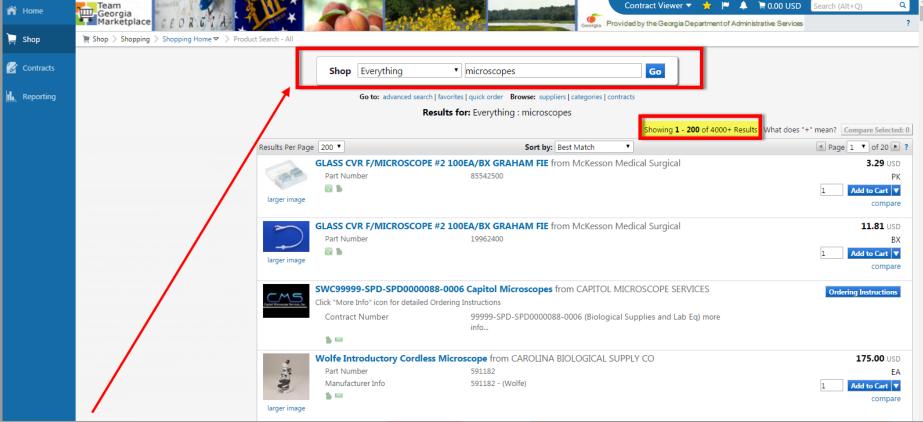
## Navigating Between Internal And External Vendor Catalogs

Discovering The Millions of Negotiated Statewide Contract Items At Your Fingertips

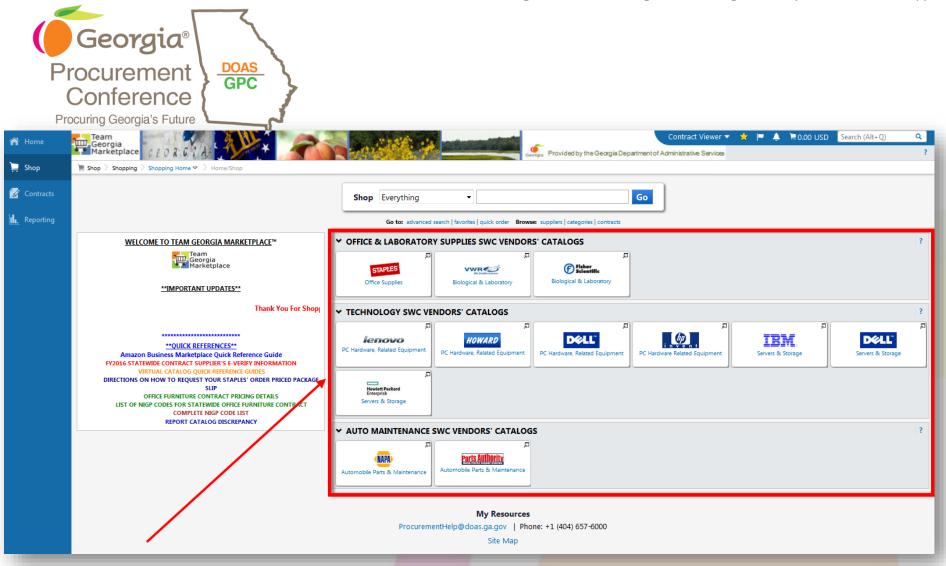








Internally Hosted Supplier Catalogs – Consists of Items/Products that are part of a Supplier's Statewide Contract that have been uploaded into Team Georgia Marketplace™ Virtual Catalog (i.e., images, pricing, size, UOM).

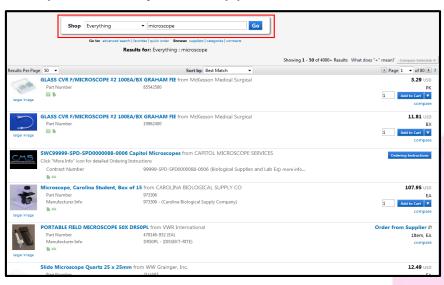


External Supplier Catalogs - Catalogs sites that have been designed to have the same look and feel as the Supplier's Public Website, but only items that are part of the negotiated Statewide Contract are available for purchase.

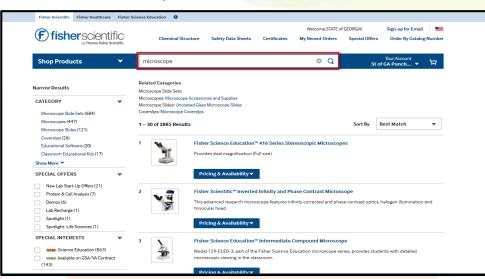


### Internally Hosted vs External Supplier Catalogs

- Items are located <u>within</u> Team Georgia
   Marketplace <sup>™</sup> Virtual Catalog Application
- Multiple Suppliers items related to your search are returned
- Item descriptions, images, pricing and other related information have been provided by the Supplier



- Items are located outside of Team Georgia
   Marketplace ™ Virtual Catalog Application
- Only the Supplier's items related to your search are returned
- Site has been designed to mirror the Supplier's normal commercial site, but it only contains items that are part of the Statewide Contract

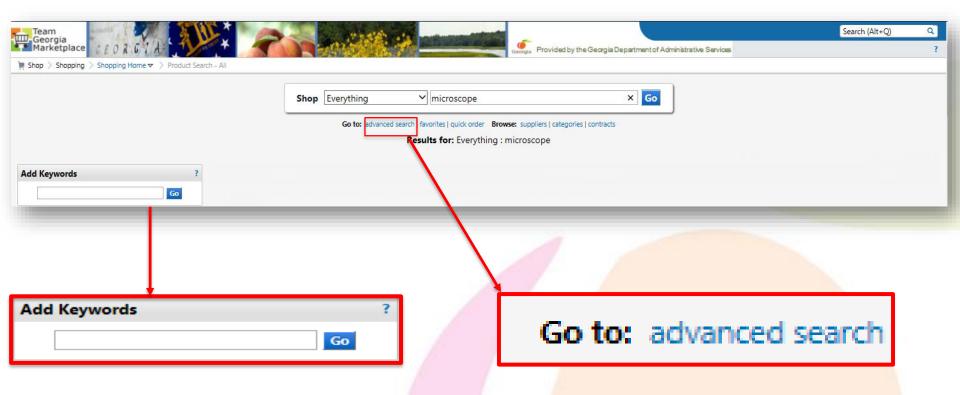




# How To Search For Items Using the Site's Shopping Features

Uncovering An Easier Way To Find What You Are Looking For





The Advanced Search and Add Keywords features allows for you to enter additional search criteria when shopping for an item.



Advanced Search Everything	~		simple search
Find Results That Have:			
All of These Words		1	
Part/Item Number (SKU)			
Other Options		•	
Exact Phrase		Exclude Words	
Any of These Words			
Additional Item Attributes			
Furniture - Delivered and Installed	d □		
Furniture - Dock Delivery			
Furniture - Inside Delivery			
	Search	H	Hide Advanced Search on search results 🗹

Advanced and Keyword Searches criteria can range from specific information, when you know exactly what item you are looking for...



Advanced Search Everything	~		simple search
Find Results That Have:			
All of These Words			
Part/Item Number (SKU)			
Other Options  Exact Phrase		Exclude Words	
Any of These Words			
Additional Item Attributes			
Furniture - Delivered and Installed			
Furniture - Dock Delivery			
Furniture - Inside Delivery			
	Search	H	lide Advanced Search on search results 🗹

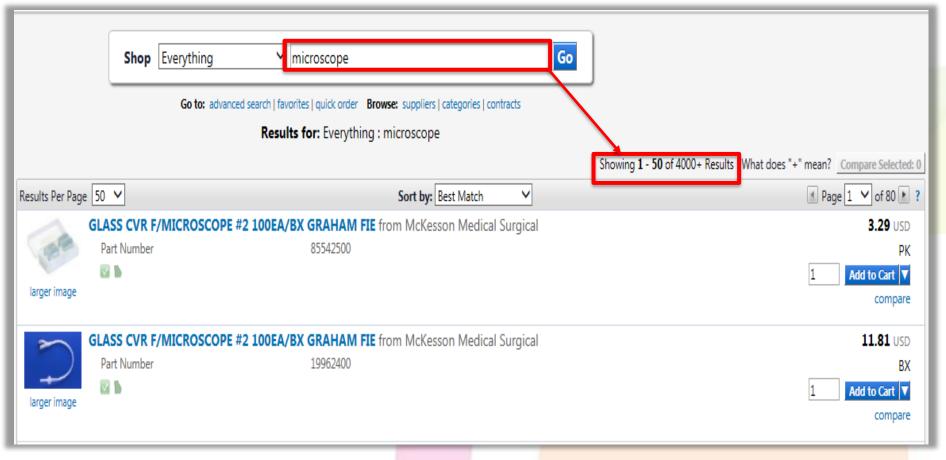
...or when you have an idea of what you want but not quite sure the exact description.



Advanced Search Everything	~		simple search
Find Results That Have:			
All of These Words			
Part/Item Number (SKU)			
Other Options			
Exact Phrase		Exclude Words	
Any of These Words			
Additional Item Attributes			
Furniture - Delivered and Installed			
Furniture - Dock Delivery			
Furniture - Inside Delivery			
	Search	Н	ide Advanced Search on search results 🗹

Using the Advanced or Keyword Search functionality can make the difference in your returning a search result consisting of





Thousands of items instead of...



Advan	nced Search Everything	~		simple search	
Find	Results That Have:				
All	of These Words	glass cover microscope ×	Supplier		
Par	rt/Item Number (SKU)	учил сели пинасосре	Manufacturer Name		
Othe	er Options				
Exa	act Phrase		Exclude Words		
An	y of These Words				
Addi	itional Item Attributes				
Fur	rniture - Delivered and Instal	led 🗆			
Fur	rniture - Dock Delivery				
	rniture - Inside Delivery				
	Go to	Search simple search   favorites   quick order   Bro	wse: suppliers   categories   cont	Advanced Search on search results 🗹	
		Results for: Everything : glass	s cover microscope		Showing 1 - 50 of 618 Results Compare Selected: 0
Results Per Pag	ge 50 🗸		Sort by: Best Match	~	■ Page 1 ∨ of 13 ▶ ?
Board.	Microscope Cover Glas from MedSupply Partner	s, 18mm x 18mm, # 1 Thickness, rs, LLC	1 oz./Vacuum Pack, 10	Packs/Box (10 oz.)	<b>19.82</b> USD CS
	Part Number	07-140110			1 Add to Cart ▼
larger image	Manufacturer Info	1401-10 - (Glob	e Scientific)		compare
	<b>1</b> Excel				·
===	from MedSupply Partner		1 oz./Vacuum Pack, 10	Packs/Box (10 oz.)	<b>19.82</b> USD CS
larger image	Part Number	07-140410	0.1.15		1 Add to Cart ▼
larger image	Manufacturer Info	1404-10 - (Glob	e Scientific)		compare
	line Excel				

#### ...hundreds of items



And More

Item Comparison,

**Deleting Items,** 

Adding Favorites,

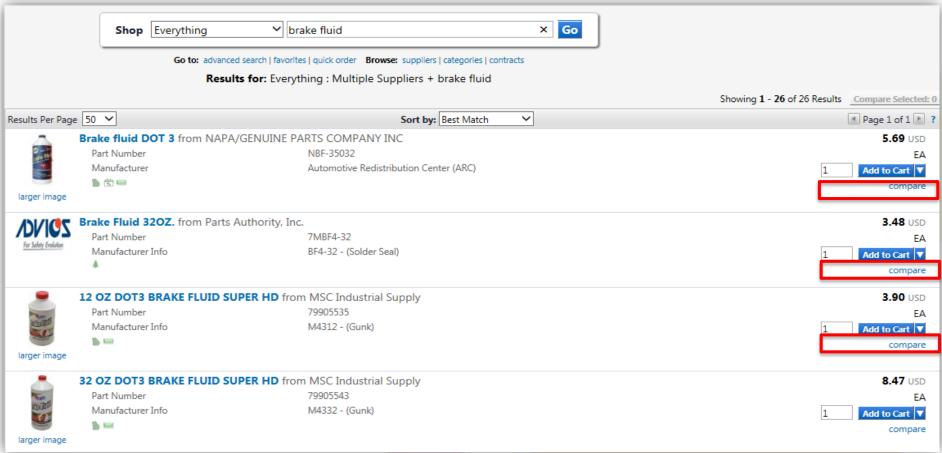
Utilizing Your Shopping Cart To Its Fullest Potential



#### **Shopping Features**

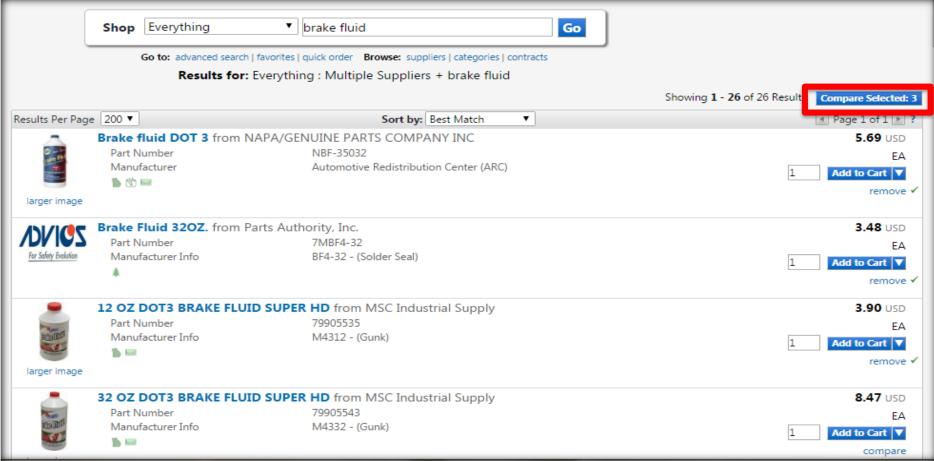
- Side-by-Side Comparison
- Creating a Favorites List
- Removing Selected Items
- Changing displayed NIGP Code





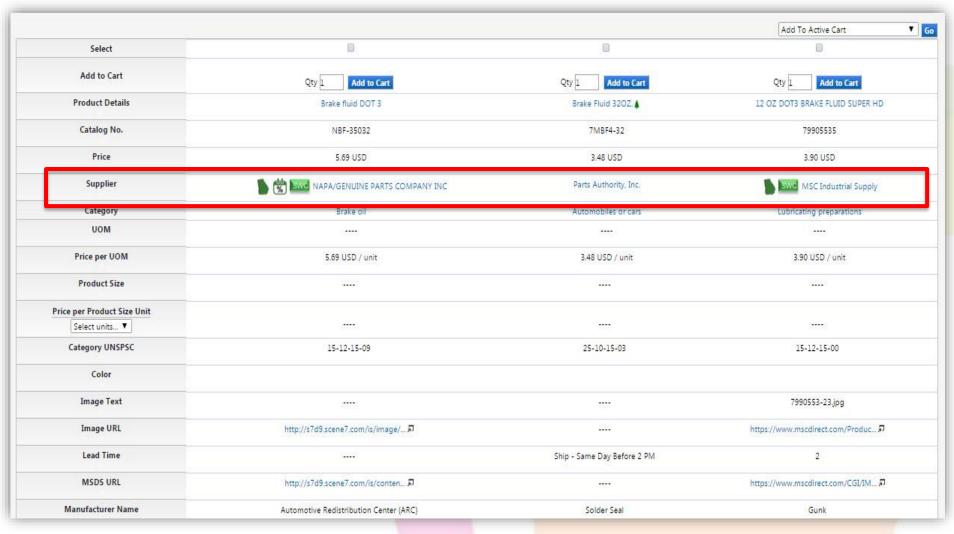
Side-by-Side Item Comparison will allow you to compare specific items prior to making your final selection.



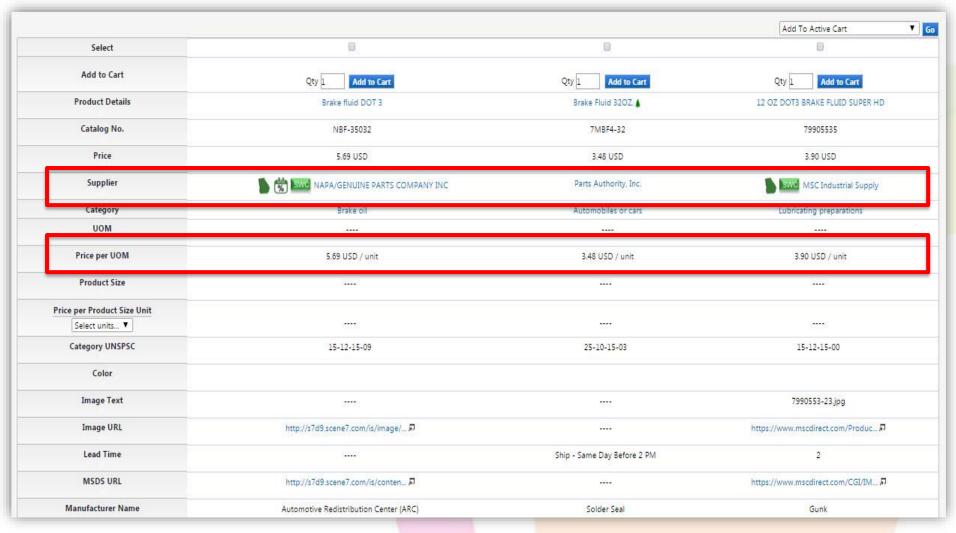


Selecting the compare hyperlink allows you to add items that you would like to view side-by-side.

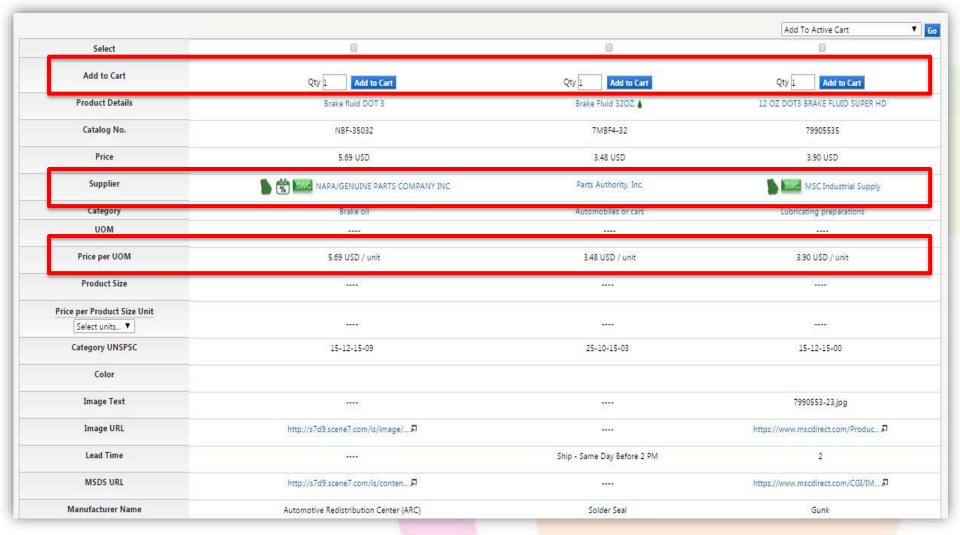






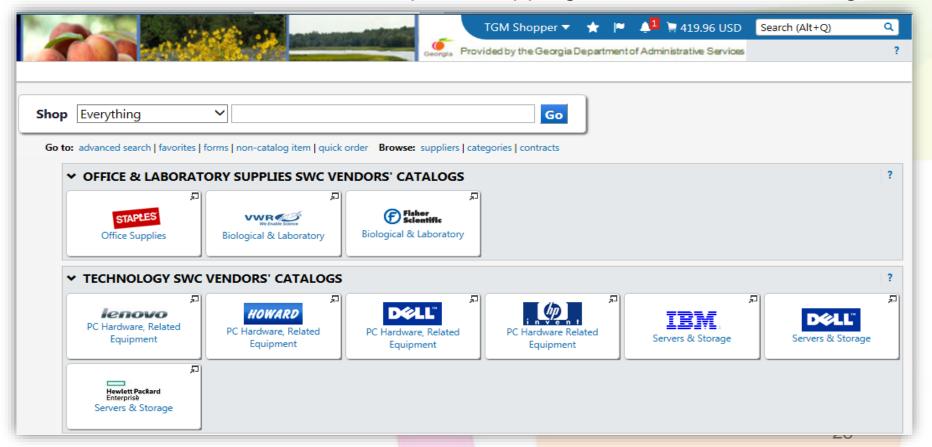






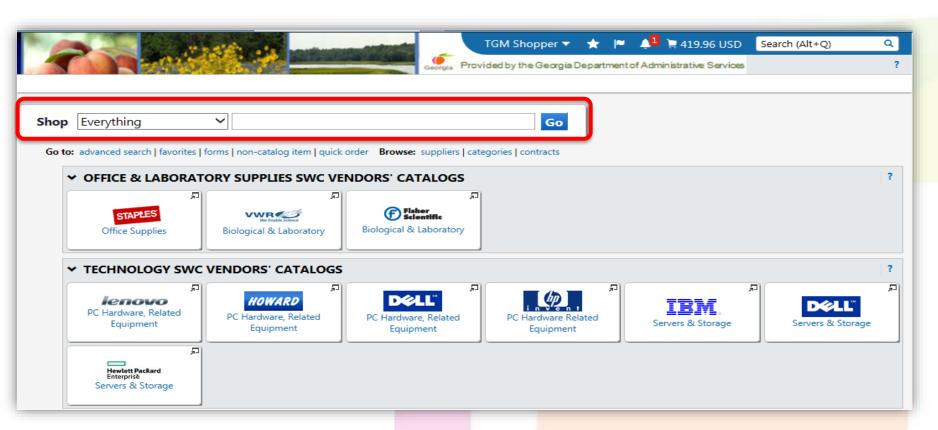


Adding items that are constantly being ordered by your Agency to a Favorites List reduces time spent shopping for items in the Catalogs.

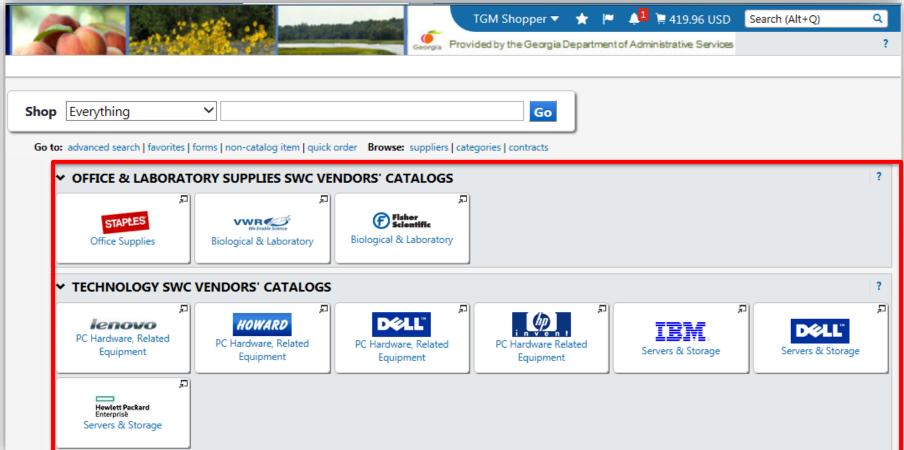




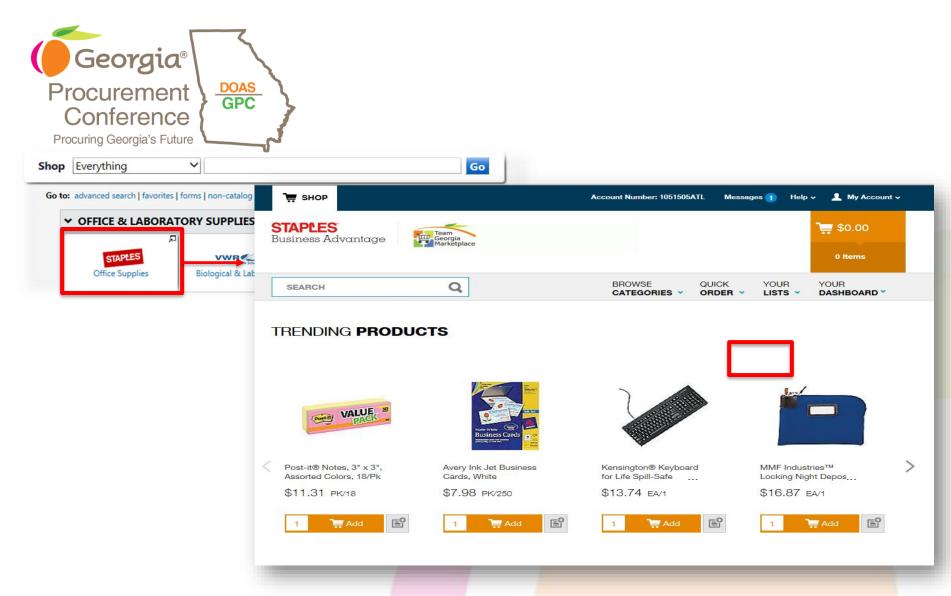
A Favorites List can be added using an Internally Hosted Catalog or...







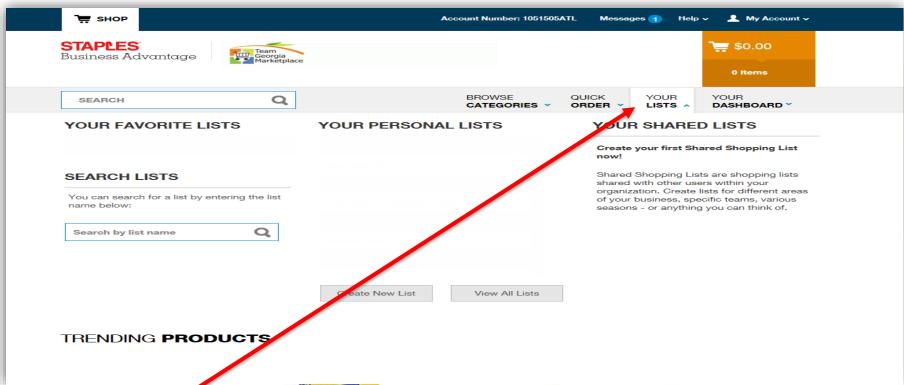
...depending on the Supplier within a Supplier's External Catalog.



Remember each Supplier's External Catalog is designed to mirror their commercial site. So any features that the Supplier offers will be in the same location.

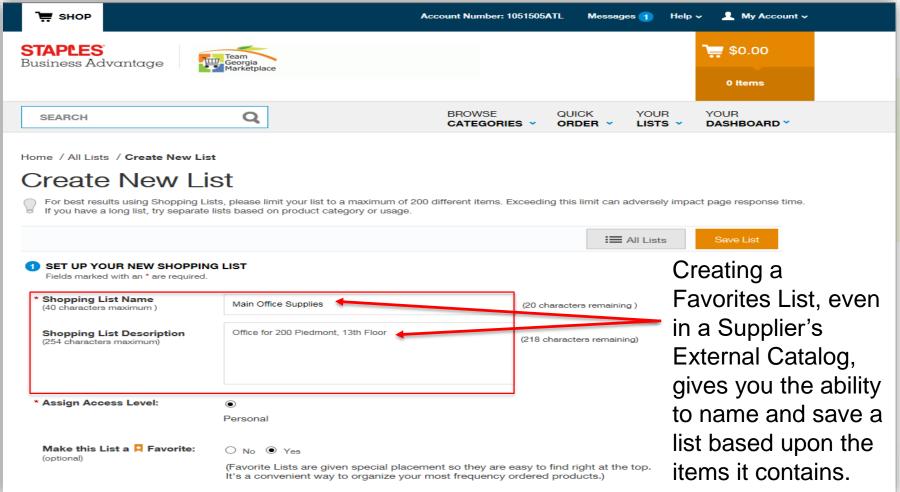
31



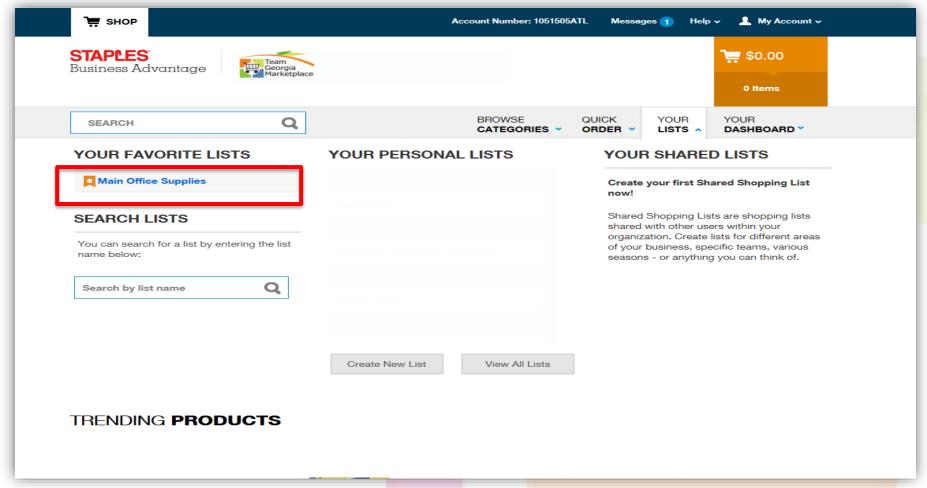


In this example: Staples' External Catalog Site allows the user to create a List in their site consisting of frequently needed or specific items.

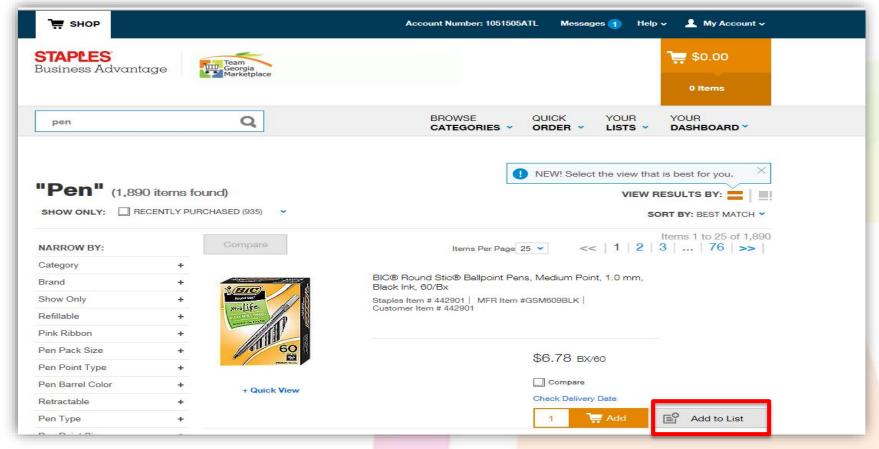








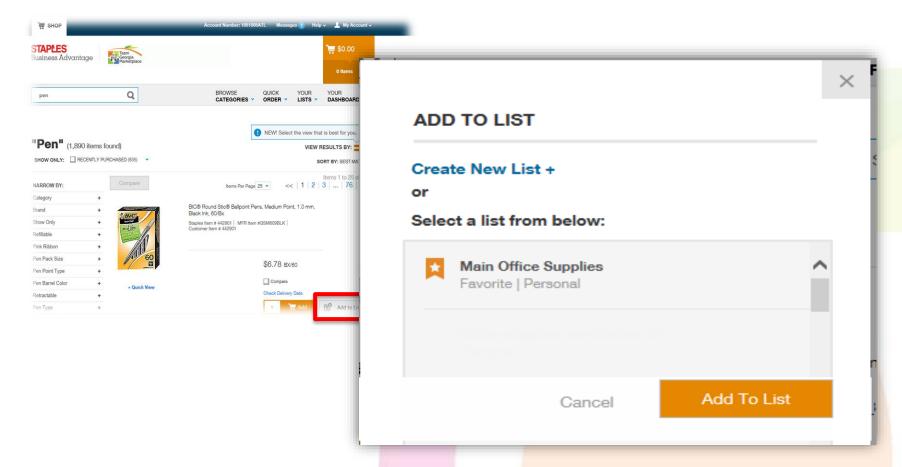




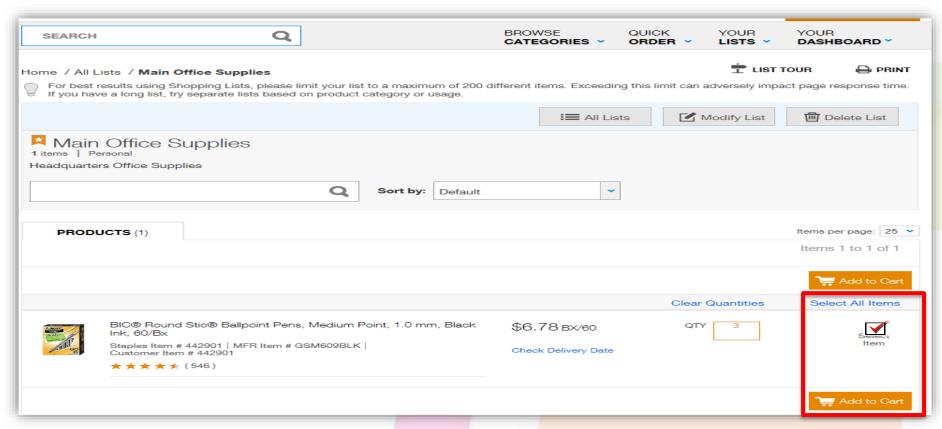
After creating your Favorites List, you now have the ability to add items to your list as you shop.

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Having a Favorites List does not mean you have to purchase all of the items on your list, you also have the option to purchase only selected items from your list.

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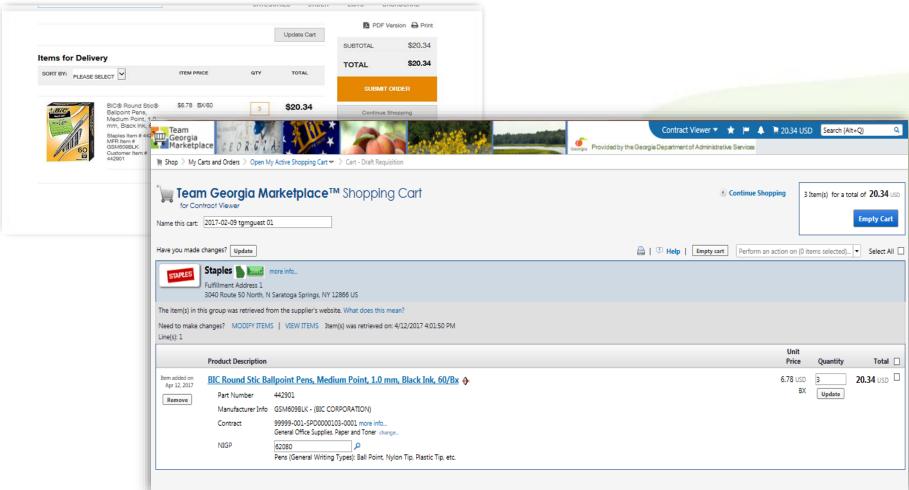


			O///Edi	oneen oneen	LIOTO	DAOTIDOTITO	
				Update Cart		▶ PDF Version  Print	
					SUBTOTAL	\$20.34	
Items for Delivery					TOTAL	\$20.34	
SORT BY: PLEASE SE	LECT V	ITEM PRICE	QTY	TOTAL	TOTAL		
					SUBN	NIT ORDER	
Marie 60	BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Black Ink, 60/Bx Staples Item # 442901 MFR Item # GSM609BLK Customer Item # 442901	\$6.78 BX/60	x Remove	\$20.34	Continu	ue Shopping	
			Clear Cart	Update Cart			
			SUPTOTAL	\$00.24			
			SUBTOTAL	\$20.34			
				620.24			

Items added from your Favorite List within a Supplier's External Catalog are placed in your Shopping Cart and are submitted back into Team Georgia

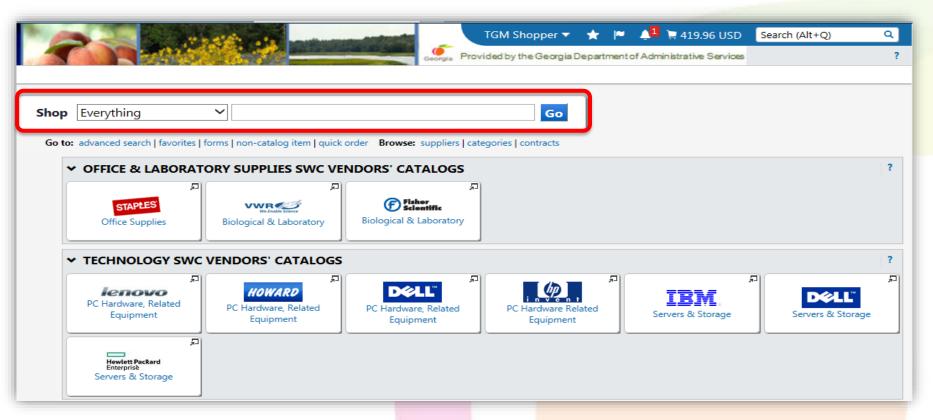
Marketplace for further processing



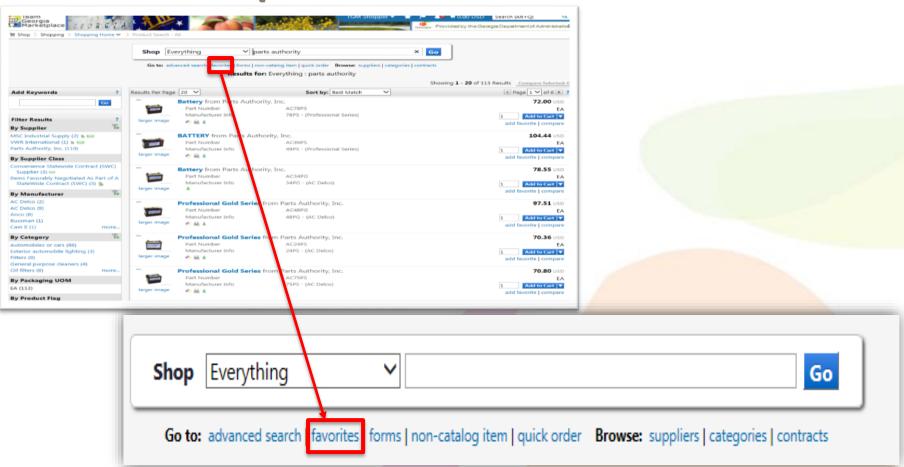




Creating Favorite Lists within Team Georgia Marketplace's ™ Virtual Catalog using Internally Hosted Supplier items is just as easy…



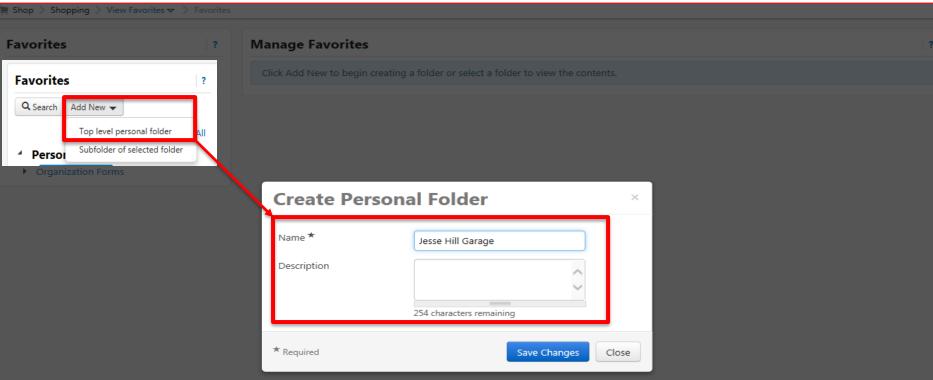




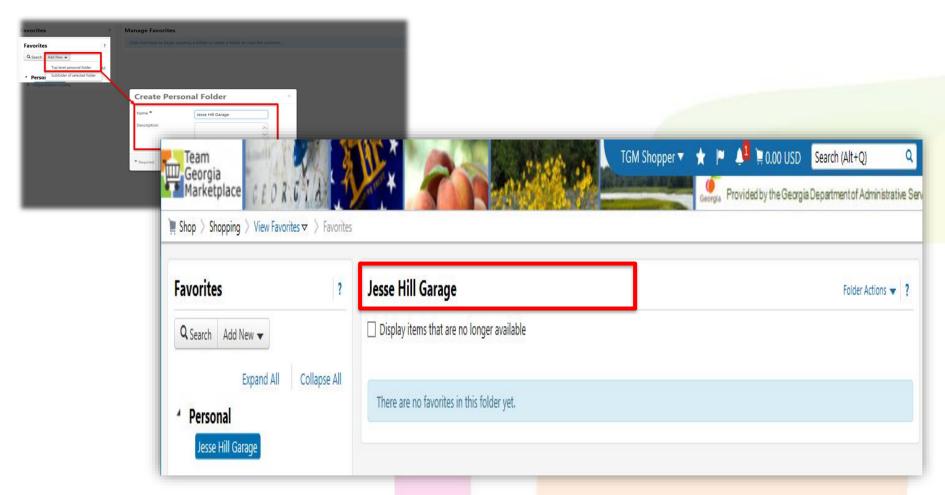
Creating your Favorites List begins with selecting the hyperlink found below the Shopping Search Bar.

41

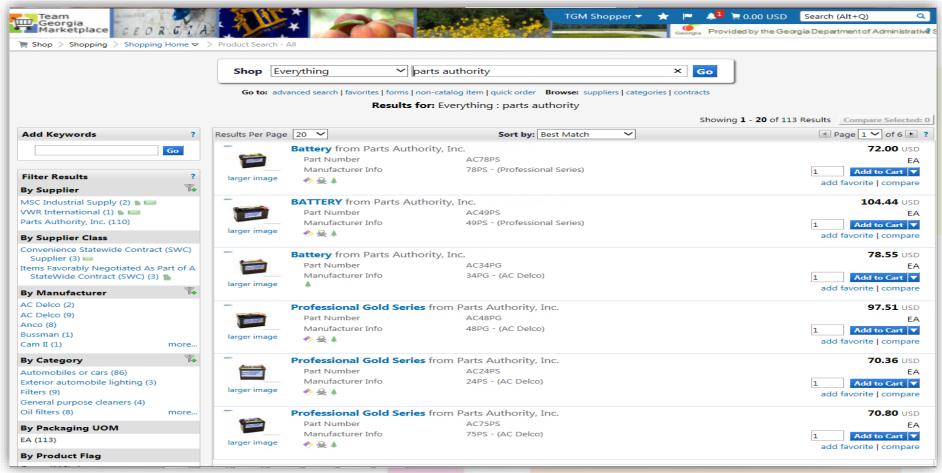






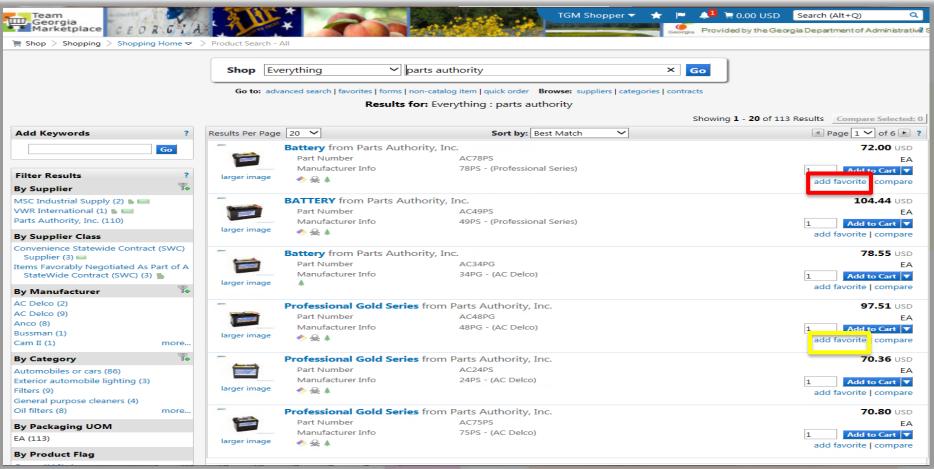






Adding items to your Favorites List is easily accomplished when searching for items.





Selecting the Add Favorite link listed under the Add to Cart, gives you the ability to add the item to your existing or newly created Favorites

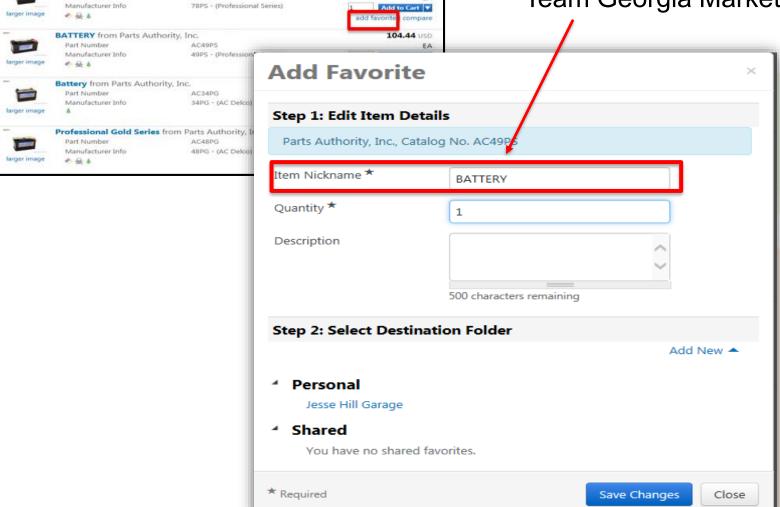
List.



Battery from Parts Authority, Inc.

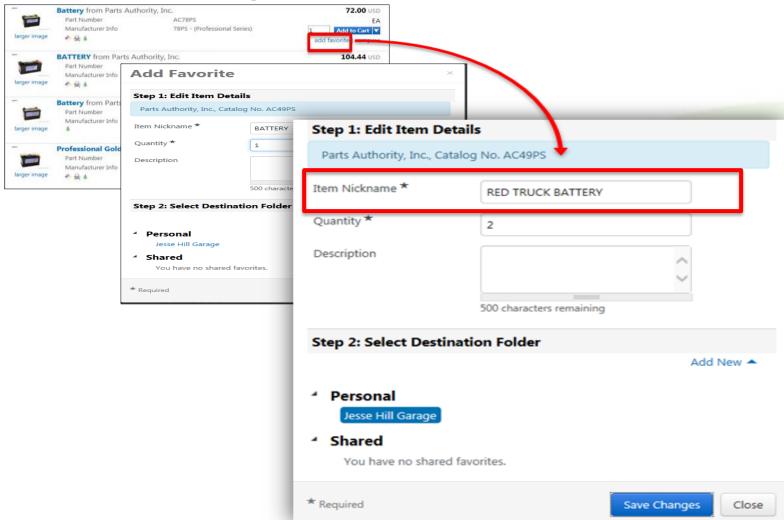
Part Number

Customizing the name and the quantity desired of the selected item is possible when creating a Favorites List containing catalog items hosted within Team Georgia Marketplace ™

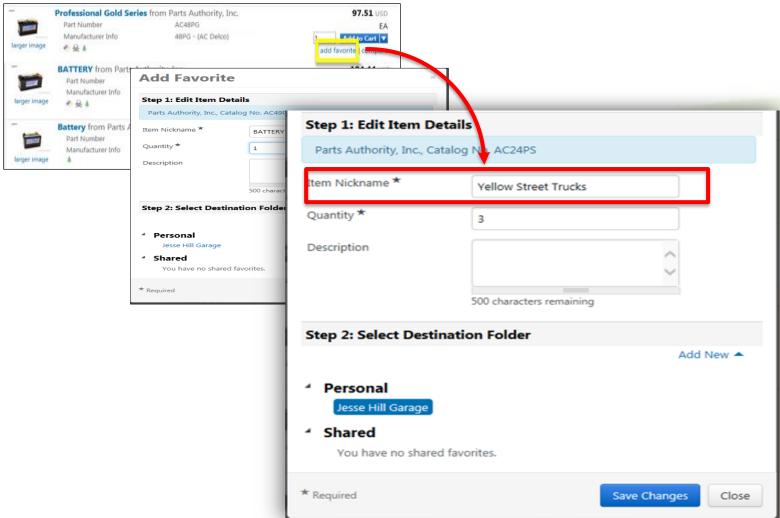


72.00 USD

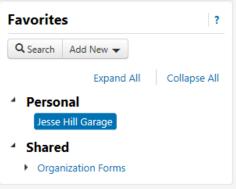


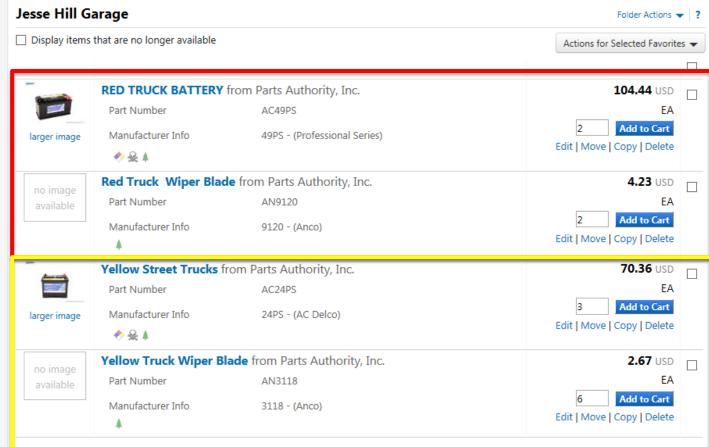






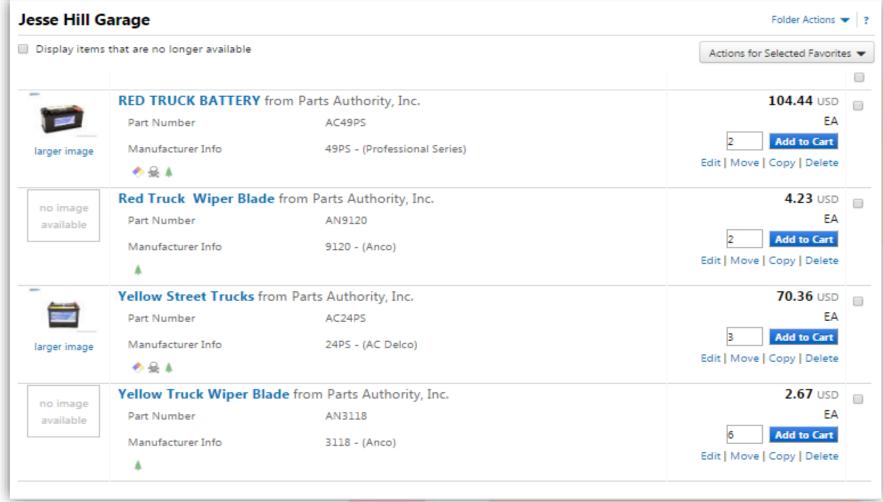






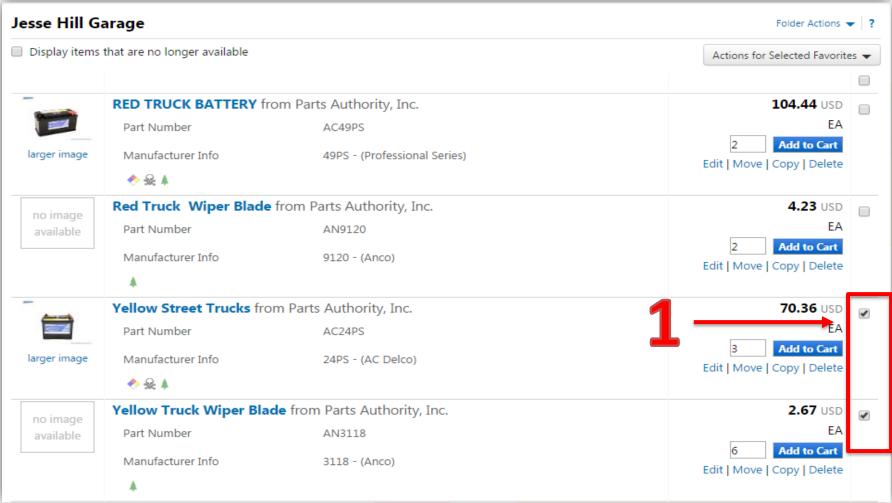


# Adding items to your cart from your Favorites List to your Shopping Cart is easy as...



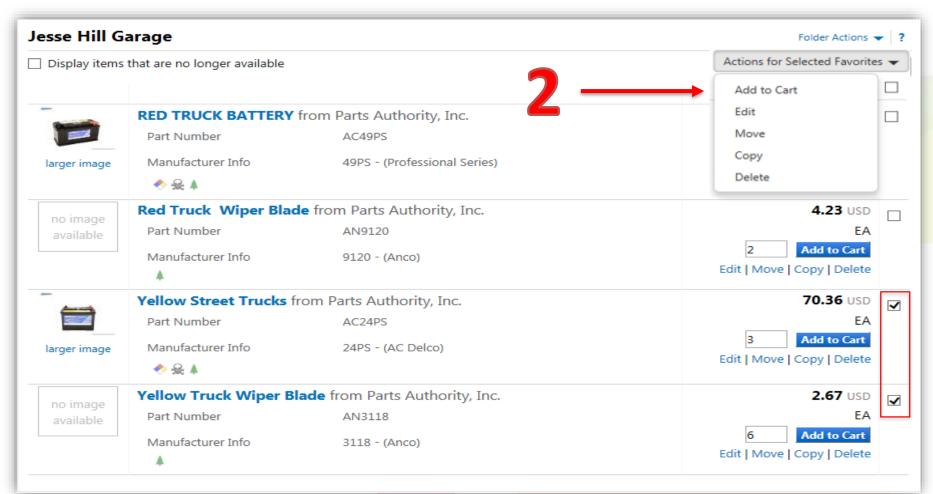


#### Select the item



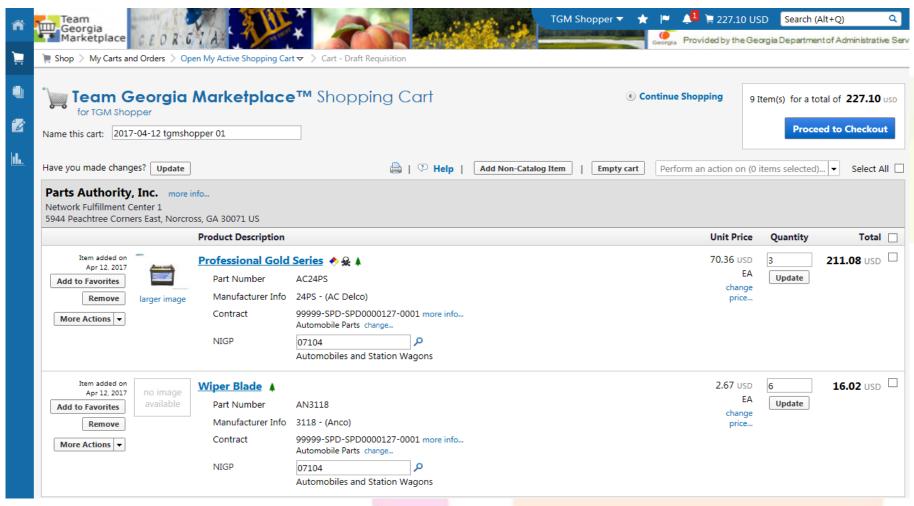


# Select *Add to Cart* from the Actions Drop Down Menu



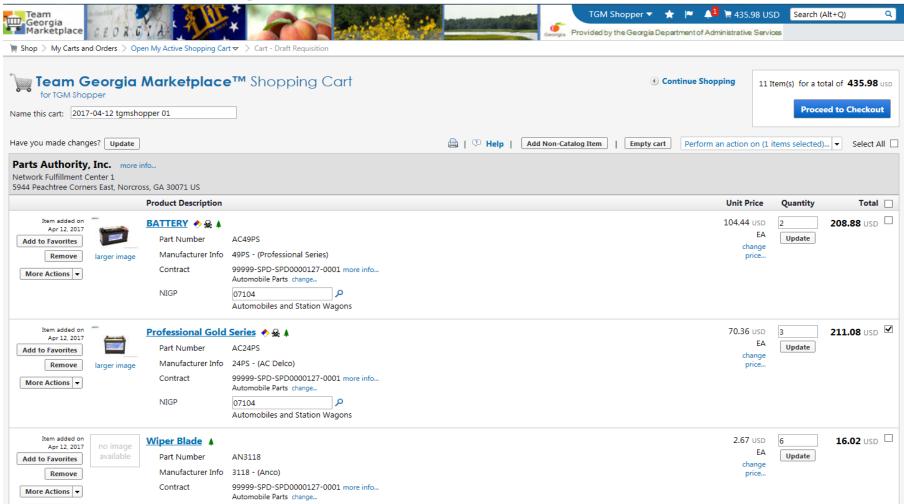


Overall it is a simple two-step process that will make adding items from your Favorites List an easy process.



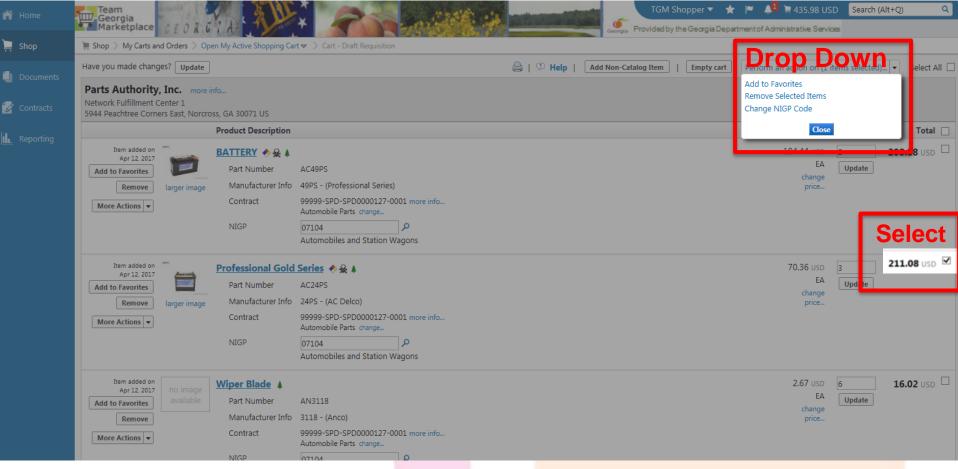


# Removing items from your Shopping Cart or changing an items' NIGP Code is just a....



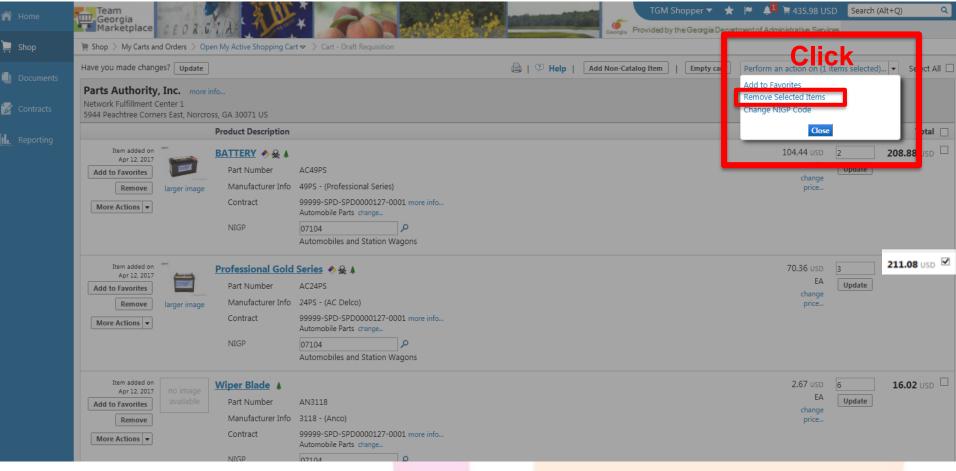


## Select....Drop Down....

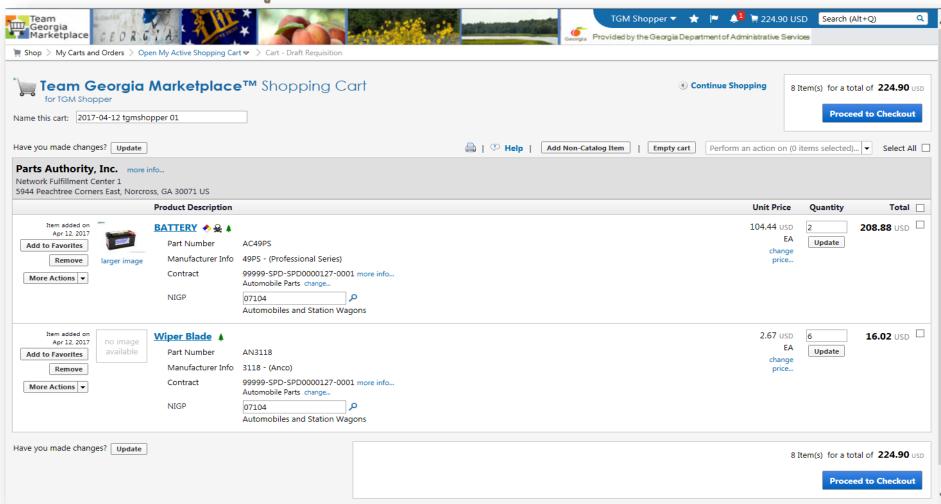




## ..and Click away!



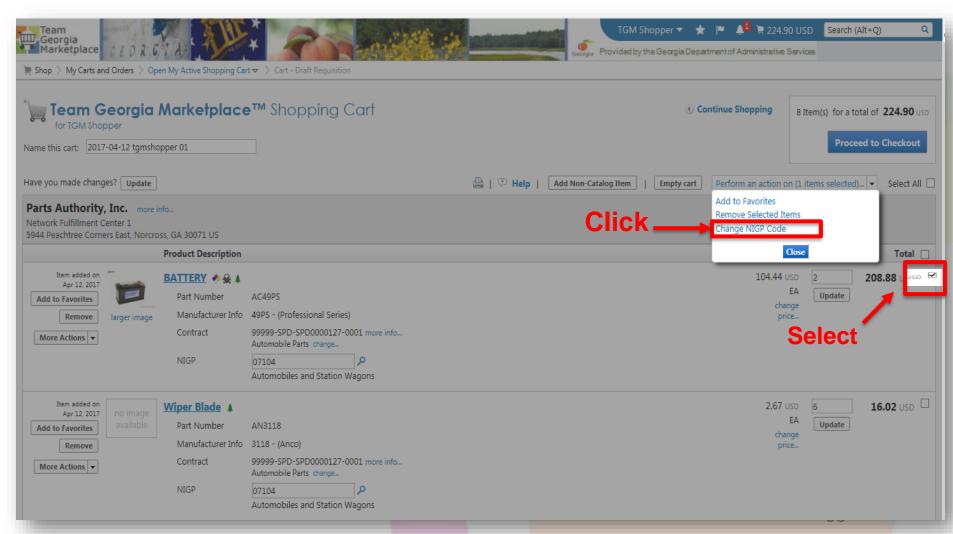






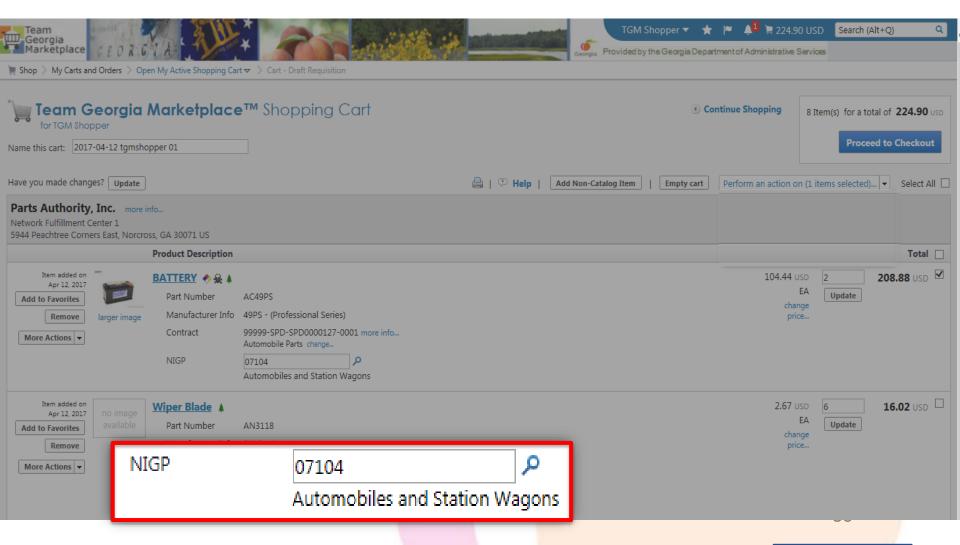
## Want to change the NIGP Code in your Cart?

Select, Drop Down, and Click!



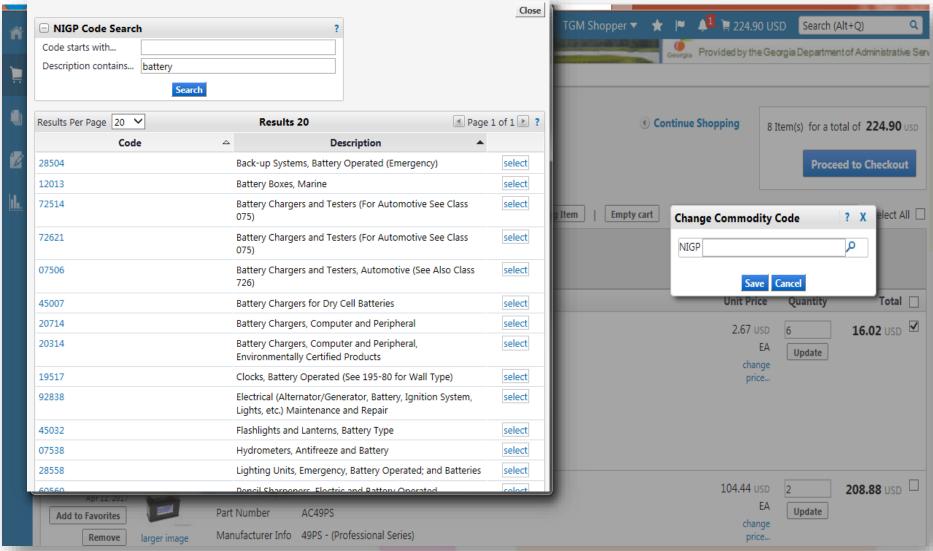


Changing the NIGP Code can also be completed by selecting the magnifying glass next to the populated NIGP Code.





The NIGP Code Search Menus allows you to search for a more appropriate or better suited NIGP Code for the item in your Shopping Cart.

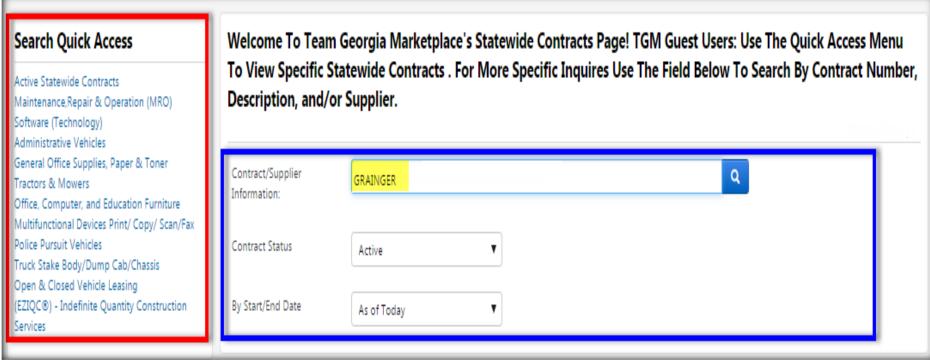




# Let's Find That Specific Contract You Were Looking For!

Demystifying The Search For A Contract

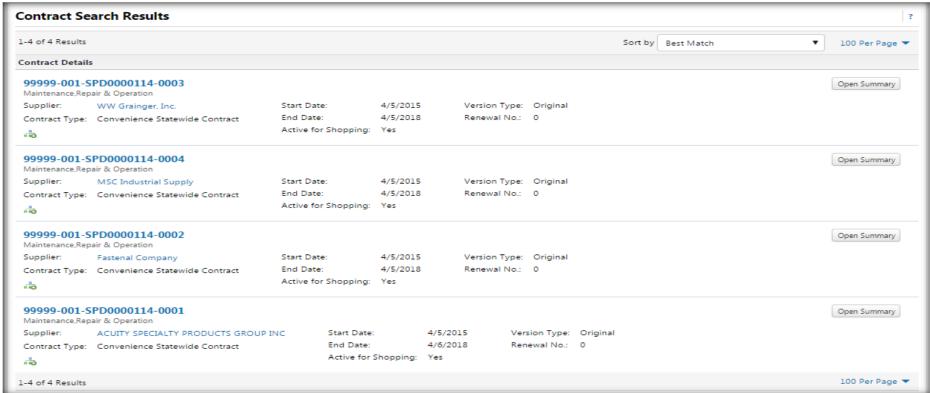




There are two (2) easy ways to search for existing Statewide Contracts:

- 1. Quick Access Menu: Lists the most popular or requested contract searches by contract description
- Traditional Simple Search: Enter the contract name, number, and/or supplier to generate results





### Traditional Simple Search allows for:

- An exact search for a specific contract or supplier's contract.
- Supplier's related to a specific Statewide Contract
- The ability to determine if a Statewide Contract exists for a specific category or service.



Introducing Amazon
Business
Marketplace For
Team Georgia
Marketplace™ Users

Let's Talk Amazon



# Important Items To Remember

- Amazon Business Marketplace is <u>not</u> associated with a Statewide Contract.
- Purchasers <u>must ensure that all purchases through Amazon Business</u>
   <u>Marketplace comply with all requirements of the Georgia Procurement</u>
   Manual and State Law.
- While an item may be available through Amazon Business Marketplace, purchasers must ensure that the item is not also available under Statewide Contract and purchasers must conduct a Competitive Bid when warranted.
- Purchases must be secured with an approved State Issued Purchasing Card.



### What Are The Benefits?

- Access to 2 million sellers with reserve business only pricing
- Free Two-Day Delivery on qualified purchases totaling \$49.00 or more
- No Membership Cost
- For Team Georgia Marketplace<sup>™</sup> users final approvals of purchases are made within Peoplesoft; allowing increased visibility of items purchased.
- Items purchased from the Amazon Business Catalog Site can only be shipped to approved agency locations that reside in PeopleSoft.
- Final approvals of purchases are made within PeopleSoft allowing for increased visibility of items purchased.



## Additional Information

- Since being introduced into the marketplace in January over 400 approved purchase orders have been generated through Team Georgia Marketplace™
- Training information and the recorded webinar can be accessed in the following:
  - ✓ The Purchasing Education and Training Web Page located on Department Of Administrative Services (DOAS) State Purchasing Website
  - ✓ The Team Georgia Marketplace™ Virtual Catalog's Message Board



# Need Assistance? We Are Here To Help!

Team Georgia Marketplace™ Procurement Helpdesk Contact Information:

ProcurementHelp@doas.ga.gov

404-657-6000



DOAS Home Page→State Purchasing→Team Georgia Marketplace→Window Shopper



# **QUESTIONS?**